



# Borrowing Policy

*Previously known as the "Service Policy"*

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The Fleetwood Area Public Library, in accordance with its membership to the Berks County Library System, provides services to all residents of the County of Berks without discrimination in fulfillment of its mission to develop services, resources, and collections to meet the cultural, informational, educational and recreational needs of its diverse community.

All library transaction records are confidential under Article IV. Section 428 of the Public Library Code (24 PA C.S.).

## **LIBRARY CARD REGISTRATION**

The Fleetwood Area Public Library issues library cards to establish a patron account, facilitate the loan of materials and use of online resources, and keep a record of which materials are on loan to patrons. Individuals who live, own property, work, or attend school in Berks County are eligible for a free library card. This card is also referred to as a Full-Service Library Card. A **Full-Service Library Card** gives patrons access to borrow physical materials, countywide digital services (Libby/Overdrive, Ancestry.com), and Interlibrary Loan materials available from libraries outside Berks County.

Library cards are valid for use at all BCPL member libraries and Reading Area Community College.

To borrow materials from FAPL and any BCPL member library, a person must register for a library card. Applicants must present proper proof of residency and identity, and complete and sign a library card application.

Documents for proof of residency, employment, and school enrollment:

- Valid PA Drivers License
- Valid PA Photo ID
- Passport
- Utility Bill with current address (must also show photo ID)
- Employer ID or Paystub (must also show photo ID)
- School ID

By virtue of registering for a card, the applicant agrees to accept responsibility for all fines, fees, or charges incurred through library transactions. Applicants are able to

obtain a registration form online but must present proof of residency and identity before receiving their physical library card.

### Minors

Anyone under the age of 18 may receive a library card after completion of an application by a parent or legal guardian presenting proper proof of residency and/or identity as stated above. At the discretion of the Library Director and under certain circumstances, another adult may register as the responsible adult on behalf of a minor child. By virtue of completing registration for a minor, the adult agrees to be financially responsible for the use of the card and all fines and other charges incurred pursuant to the Borrowing Policies. The adult applying for a juvenile card on behalf of a minor must be in good standing (no fines/fees over \$10).

At the discretion of the Library Director, those under the age of 18 may assume responsibility and register for their own card. By virtue of registering, the person agrees to be financially responsible for all fines and other charges incurred. Upon turning 18, a minor who has a library card will need to apply for a new card and thereby assume financial responsibility for the new account.

Fleetwood Area Public Library and its staff do not act *in loco parentis*.

### Out-of-County Residents

Fleetwood Area Public Library is a participant in the ACCESS PA Statewide Library card program and adheres to its rules and regulations for free reciprocal library cards. Pennsylvania residents who hold a valid library card from an out-of-county library or a State library card are eligible for a BCPL library card without fee; a Limited-Service library card. **Limited-service cards** allow cardholders to borrow physical materials from any library but do not allow access to digital media or inter-library loan services. Such non-residents of Berks County are required to register and provide proof of identity as described above and their home library card.

### Out-of-State Residents

Non-residents of Pennsylvania may be issued a library card upon providing proof of identity in the same manner as county residents. This card can be used only at BCPL libraries. These cardholders receive a Limited-Service Library Card.

### Institutional and Homeschooling Registrations

Institutions may receive an institutional borrower card, providing the Director or other authorized person of the agency signs the application and commits to the financial responsibility of all fees and charges incurred pursuant to the Borrowing Policies.

Homeschooling educators may apply for a Homeschool borrower card upon presentation of an affidavit as defined by the PA Department of Education and issued by the local school district. The affidavit covers the school year, and the homeschool

status of the borrower card must be renewed annually. A homeschooling card enables the cardholder to borrow up to 150 items at one time and place 50 hold requests. Because Pennsylvania law does not require homeschooling educators working with children younger than 8 to have an affidavit, those educators working exclusively with students under 8, may receive a homeschooling card at the discretion of the Library Director.

### *Ecards*

Ecards or electronic cards enable users to access digital materials only. In order to obtain an ecard, users must provide proof they live, work or attend school in Berks County.

### *Online Registration Library Cards*

This card type is given to users who sign up for cards online using the online registration form. These cards can only be used to check out items on Overdrive or to place holds. Patrons who place holds will have to verify their information by visiting the Fleetwood Area Public Library before they can check out physical materials at a library location. This card is only active for two months.

### *Expiration of Library Cards*

All library cards must be renewed every three years. If there has been no activity on the account, and there are no outstanding charges or unreturned materials, the account is considered inactive after three years and deleted after seven years.

### *Cardholder Privileges*

Cardholders may use their library barcode number to access library databases from home, check their library borrowing record, place holds on library materials, and borrow electronic resources.

## **CARDHOLDER RESPONSIBILITIES**

Cardholders should present a valid library card in order to check out materials and to use library computer resources. If a library card is not available, the cardholder must provide an ID with proof of address that matches the address on the account.

Adult cardholders can designate other adult cardholders to pick up reserved materials for them by completing a “Holds Pickup” form. This authorization is specifically noted in the cardholder’s account.

A cardholder is responsible for all materials checked out on their library card and on the card of minor children for whom they have assumed responsibility on a library card application.

Cardholders are responsible to report address, telephone, and/or email changes.

Lost or stolen library cards must be reported immediately so that the card can be invalidated. The owner of the card is responsible for all items checked out on the card until the card is reported lost or stolen.

Cardholders are responsible for all charges on their account including payments for any lost or damaged items borrowed on their card. FAPL reserves the right to charge an administrative fee for handling lost and damaged items.

### Material Loan Periods

Loan periods:

- 21 Days - audio materials, books, DVD sets of 3 discs or more, some kits, and magazines.
- 7 days - DVDs, Museum Passes, and some kits
- Non-standard item loan periods are set by owning libraries

### Renewals

Most materials, unless on reserve for another patron, will be automatically renewed for up to two additional loan periods. Renewals for longer loan periods are granted on an exception basis at the discretion of the Library Director.

Items may be renewed online through the library website, at the library by a library clerk, or by phone.

### Maximum number of items

The maximum number of items that can be borrowed is 50 per library card. Additionally, only 10 DVDs can be borrowed at a time on each library card.

### Placing a Hold

If an item is not available at the time and place that it is sought, cardholders can place a hold on the item at any member library, by phone, or online. Cardholders will be notified when the item is available.

Items placed on hold may be picked up at the BCPL library that was specified at the time the hold was placed. Held items must be picked up within 7 days of notification. Hold requests for Museum Passes must be picked up within 3 days of notification when there is an active list of patrons waiting to check one out.

### Returns and Book Drop Policy

Most items belonging to any Berks County public library may be returned at any Berks County public library location. Exceptions include museum passes and some kits as indicated on the item.

Book drops are available on both sides of the Fleetwood Community Center. Book drops are for library materials only, no donations should be placed in book drops. Some items may require the item to be returned in person at the circulation desk

including, but not limited to, Museum Passes and certain kits. Please check library material labels before returning them.

### Overdue Fines

Cardholders are responsible for returning library materials on time. The Fleetwood Area Public Library does not charge overdue fines on any item EXCEPT museum passes. Museum passes will incur a fine of \$1.00/day after the due date. This only applies to items that the Fleetwood Area Public Library owns. Other materials owned by BCPL member libraries may incur an overdue fine if returned late.

Library materials that are returned 30 days after the due date will be considered lost and will be subject to fees. (See below)

### Overdue Notices and Fees

Cardholders are notified when items checked out become delinquent.

- 10 days after due date: The first overdue notice will be issued in the form of a phone call, email, text, or letter.
- 20 days after the due date: The second and final overdue notice will be issued in the form of a letter.
- 30 days after due date: Items will be marked LOST and a bill will be sent to the responsible cardholder to cover the cost of the item AND a \$5.00 administrative fee per item.

Section 6708 of Title 18, Pennsylvania Code makes it a summary offense to retain library property after being notified to return it.

All lost items will be charged a Replacement Value Fee plus a \$5.00 Administrative Fee for EACH item.

Lost/Damaged Museum Pass will be charged \$15.00

### Credits for Lost Items

Credits may be given for lost materials that were previously paid for if the materials are found and returned in good condition to the library within 60 days. Maximum fines (when applicable) and any Administrative Fees will be deducted from the credited amount.

### **SUSPENSION OF CARDHOLDER PRIVILEGES**

A cardholder's account is considered delinquent when items are overdue or money is owed. This status may affect the cardholder's ability to borrow materials, place holds, or use electronic/digital resources.

Privileges will be suspended when:

- There are accumulated charges of more than \$10.00. Cardholder privileges for any adult responsible for any juvenile account(s) will be suspended when the sum of all charges associated with the adult + juvenile account is more than \$10.00.

**Adopted by the Fleetwood Area Public Library Board of Trustees, Nov. 16, 1992**

**Revised: October 27, 1993, March 21, 2000, June 14, 2011, August 21, 2012, June 16, 2015, Nov. 17, 2015, Feb. 16, 2016, April 16, 2019, October 20, 2020, January 18, 2022  
(Changed name of the policy to “Borrowing Policy” from “Service Policy”**

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